



## MISSION STATEMENT

The City Clerk's Office is committed to pursuing excellence through professionalism, transparency and accountability. We are committed to providing quality public service and connecting the community with the legislative process. The Department strives to ensure that the City's legislative processes are open and public by providing a link between citizens and government. Through efficient use of City resources, the City Clerk's Office is able to ensure the preservation of Burbank's legislative history.

## ABOUT CITY CLERK

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections and consists of four divisions: City Clerk Services, Elections, Legal Advertising and Records Management.

The City Clerk's Office is responsible for maintaining all official city records; keeping a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority and related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled and any special election which may be called; filing of Campaign Statements and Statements of Economic Interests as required by the Fair Political Practices Commission and municipal law; publishing all ordinances adopted by the City Council and advertising notices of hearings, and other legal notices; accepting claims and legal process against the City and responding to requests for public records; administering the Records Management Program; and maintaining a comprehensive annual historical collection.

## CHANGES FROM PRIOR YEAR

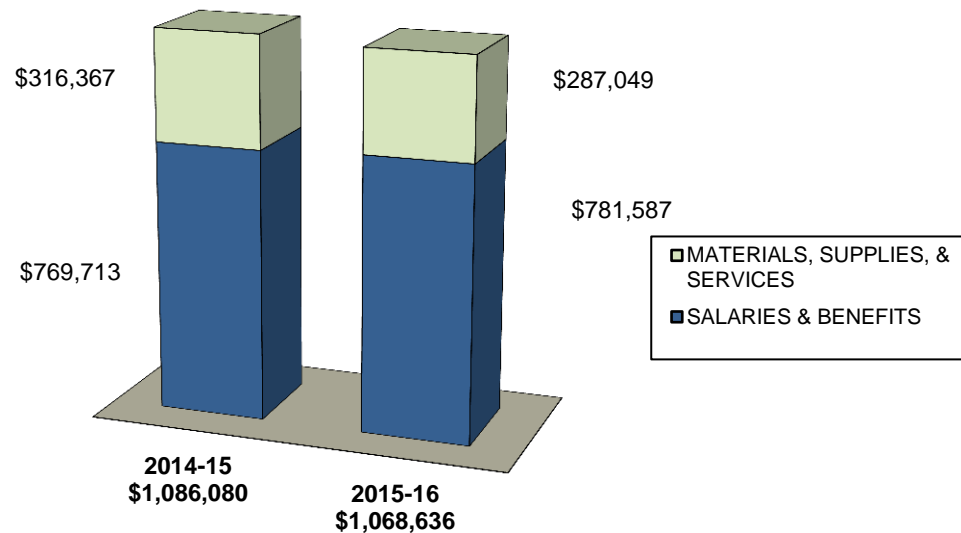
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The Office is customer service oriented and is always willing to provide additional assistance to better serve the public. With the addition of new programs and services, certain position titles have been updated for FY 2015-16.

## DEPARTMENT SUMMARY

	EXPENDITURES 2013-14	BUDGET 2014-15	BUDGET 2015-16	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	7.000	7.000	7.000	
<b>Salaries &amp; Benefits</b>	\$ 772,002	\$ 769,713	\$ 781,587	\$ 11,874
<b>Materials, Supplies, Services</b>	101,888	316,367	287,049	(29,318)
<b>TOTAL</b>	<b>\$ 873,890</b>	<b>\$ 1,086,080</b>	<b>\$ 1,068,636</b>	<b>\$ (17,444)</b>



## DEPARTMENT SUMMARY



### 2014-15 WORK PROGRAM HIGHLIGHTS

- Implemented additional voter outreach through social media, public service announcements, banners, posters, yard signs and community meetings located throughout the City.
- Created digital images of 560 boxes of the City's historic records.
- Conducted a Primary and General election.
- Implemented the Public Records Request tracking program.
- Converted active records into a filing system.

### 2015-16 WORK PROGRAM GOALS

- Continue the update of the City's Document Imaging Program policies after the purchase of the new records management software.
- Continue the revision updates of the Burbank Municipal Code (BMC), including a review and update of Chapter 3 Elections.
- Continue the implementation of the Records Center Improvement Project.
- Implement online campaign expenditure report filing.
- Continue providing excellent customer service to the public and departments requesting records.

# Services Division

## 001.CC01A



The City Clerk Services Division prepares agendas and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps and other official documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

### OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers quarterly.
- Provide the public, City departments and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		3.150	3.150	3.150	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 236,730	\$ 239,729	\$ 255,486	\$ 15,757
60006	Overtime	599	3,501	3,501	
60012	Fringe Benefits	57,238	53,170	49,218	(3,952)
60012.1008	Fringe Benefits - Retiree Benefits		1,575	1,569	(6)
60012.1509	Fringe Benefits - Pension	48,763	53,014	53,575	561
60012.1528	Fringe Benefits - Workers Comp	11,644	5,896	3,834	(2,062)
60015	Wellness Program	135			
60022	Car Allowance	828	1,500	1,500	
60027	Taxes Non-Safety			3,705	3,705
60031	Payroll Adjustment	5,589			
		<b>361,526</b>	<b>358,385</b>	<b>372,388</b>	<b>14,003</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62170	Private Contractual Services	\$ 7,505	\$ 11,700	\$ 11,700	
62300	Special Departmental Supplies	1,392	1,400	1,400	
62310	Office Supplies	6,826	3,400	3,400	
62440	Office Equip Maint & Repairs		150	150	
62455	Equipment Rentals	4,062	4,000	4,000	
62700	Memberships & Dues	855	600	1,000	400
62710	Travel	2,411	1,515	1,515	
62755	Training	7,982	10,000	10,000	
62895	Miscellaneous	312	600	600	
<b>NON-DISCRETIONARY</b>					
62220	Insurance	12,642	13,236	9,263	(3,973)
62485	F535 Comm Equip Rental	6,721	5,940	5,940	
62496	F537 Computer Equip Rental	16,871	17,077	22,892	5,815
		<b>67,579</b>	<b>69,618</b>	<b>71,860</b>	<b>2,242</b>
<b>PROGRAM TOTAL</b>		<b>\$ 429,105</b>	<b>\$ 428,003</b>	<b>\$ 444,248</b>	<b>\$ 16,245</b>

# Elections Division

## 001.CC01B



This Division is responsible for conducting all phases of the election process for local municipal elections and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County; monitoring State legislation to maintain appropriate procedures; and, ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

### OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.
- Increase voter registration.

### CHANGES FROM PRIOR YEAR

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections and any special election that may be called. To cover the actual cost of conducting an election, including a five percent contingency fee, \$79,250 was added to the private contractual services account in FY 2014-15, of which \$39,625 was recurring. This account was increased by an additional \$6,000 for FY 2015-16 for electronic filing, for a net change from prior year of (\$33,625).

		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		1.300	1.300	1.300	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 98,853	\$ 100,467	\$ 105,345	\$ 4,878
60006	Overtime	178	2,238	2,238	
60012	Fringe Benefits	22,681	22,173	20,473	(1,700)
60012.1008	Fringe Benefits - Retiree Benefits		650	647	(3)
60012.1509	Fringe Benefits - Pension	19,995	22,217	22,054	(163)
60012.1528	Fringe Benefits - Workers Comp	5,523	3,490	2,956	(534)
60015	Wellness Program	81			
60022	Car Allowance	376			
60027	Taxes Non-Safety			1,527	1,527
60031	Payroll Adjustment	2,571			
		<b>150,258</b>	<b>151,235</b>	<b>155,240</b>	<b>4,005</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62170	Private Contractual Services	\$ 250	\$ 198,106	\$ 164,481	\$ (33,625)
62310	Office Supplies	381	300	300	
62420	Books & Periodicals	33	250	250	
		<b>664</b>	<b>198,656</b>	<b>165,031</b>	<b>(33,625)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 150,922</b>	<b>\$ 349,891</b>	<b>\$ 320,271</b>	<b>\$ (29,620)</b>

# Legal Advertising Division

## 001.CC01C



The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council and advertises other legal notices as required by law.

### OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Successor Agency and related bodies.
- Publish all notices for the Planning Board, bid openings and other legal notices as required by law.

### BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices.

	EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	0.400	0.400	0.400	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 26,095	\$ 26,991	\$ 28,638	\$ 1,647
60006 Overtime	88			
60012 Fringe Benefits	6,891	6,496	6,058	(438)
60012.1008 Fringe Benefits - Retiree Benefits		200	199	(1)
60012.1509 Fringe Benefits - Pension	5,361	5,969	6,147	178
60012.1528 Fringe Benefits - Workers Comp	1,527	861	539	(322)
60015 Wellness Program	23			
60022 Car Allowance	75			
60027 Taxes Non-Safety			415	415
60031 Payroll Adjustment	469			
	<b>40,529</b>	<b>40,517</b>	<b>41,996</b>	<b>1,479</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
<b>DISCRETIONARY</b>				
62530 Legal Adv / Printing Ordinance	\$ 14,522	\$ 28,500	\$ 28,500	
	<b>14,522</b>	<b>28,500</b>	<b>28,500</b>	
<b>PROGRAM TOTAL</b>	<b>\$ 55,051</b>	<b>\$ 69,017</b>	<b>\$ 70,496</b>	<b>\$ 1,479</b>

# Records Management Division

## 001.CC01D



The Records Management Division administers the Citywide Records Management Program for the entire municipal government and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical or research purposes.

### OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.
- Centralize and continue the preservation of historical documents.
- Implement safety and records storage guidelines for all departments.
- Complete safety assessment reports for the records centers.
- Implement procedures and guidelines for the records center and staff.
- Maintain an updated records retention schedules in compliance with current statutes.
- Continue annual review of departmental destruction lists.

### CHANGES FROM PRIOR YEAR

The Records Division has experienced an increase in the travel, membership & dues and the office equipment maintenance and repairs accounts to cover the cost of a laptop, training and increased professional membership dues.

# Records Management Division

## 001.CC01D



		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		2.150	2.150	2.150	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 142,492	\$ 138,800	\$ 133,070	\$ (5,730)
60006	Overtime	38			
60012	Fringe Benefits	32,231	34,383	32,307	(2,076)
60012.1008	Fringe Benefits - Retiree Benefits		1,075	1,071	(4)
60012.1509	Fringe Benefits - Pension	25,537	30,694	28,501	(2,193)
60012.1528	Fringe Benefits - Workers Comp	14,696	14,624	15,084	460
60015	Wellness Program	347			
60022	Car Allowance	226			
60027	Taxes Non-Safety			1,930	1,930
60031	Payroll Adjustment	4,122			
		<b>219,689</b>	<b>219,576</b>	<b>211,963</b>	<b>(7,613)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62085	Other Professional Services	\$ 3,059	\$ 3,500	\$ 2,095	\$ (1,405)
62170	Private Contractual Services	5,073	900	900	
62300	Special Departmental Supplies		900	300	(600)
62310	Office Supplies			600	600
62420	Books & Periodicals		168	168	
62440	Office Equip Maint & Repairs		350	2,855	2,505
62700	Memberships & Dues	260	470	805	335
62710	Travel	748	840	1,000	160
62755	Training	2,268	3,150	3,150	
62895	Miscellaneous	180	200	200	
<b>NON-DISCRETIONARY</b>					
62470	F533 Office Equip Rental	1,916	1,916	1,916	
62496	F537 Computer Equip Rental	5,619	7,199	7,669	470
		<b>19,123</b>	<b>19,593</b>	<b>21,658</b>	<b>2,065</b>
<b>PROGRAM TOTAL</b>		<b>\$ 238,812</b>	<b>\$ 239,169</b>	<b>\$ 233,621</b>	<b>\$ (5,548)</b>

# CITY CLERK

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2013-14	STAFF YEARS 2014-15	STAFF YEARS 2015-16	CHANGE FROM PRIOR YEAR
Administrative Analyst I			1.000	1.000
Assistant City Clerk			1.000	1.000
City Clerk	1.000	1.000	1.000	
Deputy City Clerk	1.000	1.000		(1.000)
Records Management Coordinator	1.000	1.000	1.000	
Municipal Records Clerk	3.000	3.000	2.000	(1.000)
Clerical Worker	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>	